

~~SECRET~~  
NOTICE

~~CONFIDENTIAL~~

FEDERAL EMPLOYEES GROUP LIFE INSURANCE DEDUCTIONS

DATE \_\_\_\_\_

SUBJECT: Insurance Deductions for \_\_\_\_\_

1. Subject individual was terminated on our payrolls effective \_\_\_\_\_, and insurance deductions were made through  
(date)  
pay period ending \_\_\_\_\_.  
(date)

\_\_\_\_\_  
Authorized Certifying Officer

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## CENTRAL INTELLIGENCE AGENCY

## OFFICIAL ROUTING SLIP

Approved For Release 2001/03/03 : CIA-RDP79-00065A000100020006-2

TO	INITIALS	DATE
1 <i>Asst. Comptroller</i>	<i>OK</i>	<i>23 May</i>
2 <i>Comptroller</i>	<i>OK</i>	<i>25 May</i>
3 <i>TAS file</i>		
4		
5		
FROM	INITIALS	DATE
1 <i>Chief, TAS</i>	<i>JWZ</i>	<i>20 May 55</i>
2		
3		

<input type="checkbox"/> APPROVAL	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input checked="" type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks:

*your comments. I am inclined to take no further action, if you agree. JWZ*

SECRET  
FORM NO. 30-4  
SEP1947

CONFIDENTIAL

RESTRICTED

UNCLASSIFIED

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20 May 1955

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Fred:

I talked to Mr. [REDACTED]  
Office of Personnel regarding the  
revision of Agency [REDACTED] to  
include therein instructions for  
inserting in the "Remarks" section  
of SF 52, when applicable, the  
notation that SF-53 - Waiver of  
Insurence Coverage had been  
executed by the employee. Mr.  
[REDACTED] stated that he would have  
this information included in the  
next revision of the hand book or  
in an Agency Regulation if it was  
decided to discard the hand book.

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[REDACTED]

NEA

Personnel action dated 31 mar. 55  
did not note in remarks section  
that SF 53 had been executed.

Corrected action prepared on 5/16/55  
shows this information. Premium  
deductible subsequent to 11/13/55 will be refunded to owner.  
The above information was given by

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to Mr. [REDACTED] on 5/25/55

HES  
5/25/55